USCIS STEM OPT Extension Application Checklist

Review this checklist. Once complete, mail all items to the appropriate USCIS Mailing address listed at : https://www.uscis.gov/i-765-addresses (look under "Foreign students" and use Fedex or UPS to track your delivery).

___ 1. **Two U.S. passport style photos** using standards from the **Department of State website** (https://travel.state.gov/content/travel/en/passports/how-apply/photos.html) and be aware that **[1]** photos cannot be more than **30 days old** when you send the application and **[2]** you should write your name on the back of each photo in pencil. **[3]** You can take your photos at UPS Stores (603 West 115th Street & 42 Tiemann Place), among other places.

___ 2. **$410 USCIS fee.** Pay with personal check from a U.S. checking account, cashier's check from a bank, or money order, payable to the "U.S. Department of Homeland Security." Write "USCIS I-765" in the memo line (use our **sample personal check** as a guide: **http://bit.ly/issocheck**). We do not recommend using the Credit Card form G-1450 due to reported issues.

___ 3. **Form G-1145:** https://www.uscis.gov/sites/default/files/document/forms/g-1145.pdf**.** This will allow USCIS to notify you when they accept your application (not a copy)

___ 4. **I-765:** https://www.uscis.gov/sites/default/files/document/forms/i-765.pdf. Always download the I-765 from this link for the current version. USCIS will reject applications with older versions of the form. Use **our sample form** as a guide to complete your **I-765 Application for Employment Authorization: http://bit.ly/issoi765sample**. When you're finished, print and sign it with black ink.

___ 5. A signed and dated copy of your **STEM OPT Extension I-20**.

___ 6. Copy of **Passport Identification page** (valid 6 months into the future)

___ 7. Copy of **F-1 entry visa** (Canadians are exempt). If you changed your status to F-1 in the U.S. and don't have a visa, include your Change of Status approval notice.

___ 8. Copy of your most recent **I-94 arrival record:**https://i94.cbp.dhs.gov/I94/#/recent-search (not your travel history). Make sure the record indicates "Class of Admission: F1" and "Admit Until Date: D/S" which stands for duration of status.

___ 9. Photocopy of both sides of your **current OPT EAD** card and previously issued **EAD card(s),** if any**.** If you are missing a copy of previous EAD card(s), include a short explanation. You may edit this sample letter for missing EAD cards: : http://bit.ly/lost120ead

__ 10. Digital/electronic or paper **diploma** (a copy of either is acceptable) which shows your degree and the date it was awarded. You **must include** your **transcript** with it as evidence of your degree program in a designated STEM field. A copy of either an electronic or paper transcript is acceptable.